

CITY OF PLEASANT HILL
Established: 02/01
Pay Range: 151
Bargaining Group: PACE

ADMINISTRATIVE ANALYST II

DEFINITION

The Administrative Analyst II is the journey level class in the Administrative Analyst series in which incumbents are expected to perform the full scope of assigned analytical duties. In this journey level class incumbents will perform responsible professional administrative support to assigned department within the city including, but not limited to, conducting analytical studies of administrative and operational issues, direction and/or coordination of administrative operations; manage and coordinate complex and sensitive special projects; and perform other related work as assigned.

EQUIPMENT, METHODS & GUIDELINES

Personal computer; various computer systems (hardware and software) and programs, general office equipment, and telephones. Use and knowledge of Federal, State, and local laws, statutes regulations and procedures related to local government; various statistical data and frequent attendance of meetings and conferences.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including many that are conducted during the evening. Irregular hours due to morning and night meetings. Work requires the ability to work independently in the absence of supervision.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays), as well as the ability to understand and carry out oral and written instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Manager or Department Head. May exercise direct supervision over subordinate professional, technical or clerical personnel as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Manage and coordinate assigned projects from inception to completion; monitors progress according to established timelines and objectives and prepares status reports. Participate in budget development and implementation.

Administers and monitors a variety of contractual services; reviews and participates in the finalization of contracts/agreements; monitors timelines, progress and quality of performance and act as liaison between the contractor/consultant.

Conducts studies on organizational and administrative issues; reviews and analyzes processes, procedures, and work methods; analyzes legislation; develops funding proposals, policy alternatives, and strategies; prepare and present reports and recommendations.

Provides staff support to departmental management; coordinates projects; provides analytical support for financial, operational and organizational issues; communicates data and information to other departments as well as outside agencies and the community.

Exercises operational authority over assigned projects, services, and administrative operations; maintains financial and administrative processes and records; develops recommendations for establishing and/or modifying policies and procedures.

Acts as a resource to inquiries and concerns regarding assigned area of expertise; monitors and controls assigned customer service and community outreach functions; acts as liaison between department and outside organizations, citizens or consultants.

Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies and associations, city management, staff and the general public.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

The knowledge of principles, methods, and trends of public and business administration, including organization, and research methodology, budget development and implementation. Candidates must possess interpersonal skills and the self-confidence to work with elected officials, executive management, consultants, business and community leaders. Candidates must demonstrate strong writing and English usage skills.

Ability to:

Apply specialized knowledge of assigned work unit in the research, analyses, and administrative tasks. Must have the ability to plan, organize and implement assigned projects from inception to completion, including the ability to develop and present oral and written presentations. Handle difficult situations with tact and diplomacy. Articulate concepts, analyze evaluate and make recommendations for public information, marketing and community relations programs.

Communicate clearly and concisely, orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Must have two (3) years of progressively responsible administrative and analytical experience preferably in a municipal government setting at the Analyst I level. Supervisory experience is desired.

Education

Graduation from an accredited four-year college or university with major coursework in public administration, business administration or related field.

LICENSE OR CERTIFICATE

Possession of or ability to obtain an appropriate California driver's license.